

MICHIGAN HERITAGE RESTORATION PROGRAM (MHRP)



- Total of \$600,000 available
- \$60,000 - \$250,000 available for each project
- Rehabilitation projects only
- Resources must be historically designated or eligible as such
- Recipients must be a 501(c)(3) registered nonprofit
- Recipients must be a neighborhood organization
- 60/40 payment match requirement
- 20-year Historic Preservation Easement requirement
- Applications due December 05, 2014
- Project completion by June 30, 2016
- All project work must comply with the *Secretary of the Interior's Standards for Rehabilitation*

Questions?

www.michigan.gov/shpo

Bryan Lijewski / Architect
Michigan State Historic Preservation Office
Michigan State Housing Development Authority
phone: 517.373.1631
email: LijewskiB@Michigan.gov

MICHIGAN HERITAGE RESTORATION PROGRAM

GRANT MANUAL 2014



State Historic Preservation Office
Michigan State Housing Development Authority
702 West Kalamazoo Street
PO Box 30740
Lansing, MI 48909-8240

This program is managed with state matching funds for the Historic Preservation Program, which is funded with Federal Funds from the National Park Service, U. S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or you desire further information, please write to:

Office for Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

TABLE OF CONTENTS

i	INTRODUCTION	3
ii	DEFINITIONS	4
iii	THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION	7

PROJECT APPLICATION

Chapter 1	APPLICATION PROCESS	9
Chapter 2	GRANT APPLICATION INSTRUCTIONS	12
Chapter 3	APPLICATION CHECKLIST	19
Chapter 4	SCORING CRITERIA	20

PROJECT IMPLEMENTATION

Chapter 5	GRANT AGREEMENT	22
Chapter 6	AVAILABILITY OF FUNDS AND MATCHING SHARE REQUIREMENT	23
Chapter 7	GUIDELINES FOR BIDDING AND PROCUREMENT	24
Chapter 8	PROJECT SIGN	25

PROJECT COMPLETION

Chapter 9	COMPLETION REPORT	27
Chapter 10	HISTORIC PRESERVATION EASEMENT	28
Chapter 11	REIMBURSEMENT	29

INTRODUCTION

The Michigan Heritage Restoration Program (MHRP) is a competitive grant program established to assist in the funding of restoration and preservation projects in historically designated neighborhoods throughout the state of Michigan. This grant is available for neighborhood organizations registered as 501(c)(3) organizations providing services within their historically designated neighborhoods. In collaboration with Michigan's placemaking initiative, this program is an effort to work together on improving and maintaining quality historic resources in order to enhance a sense of place within local communities. The program strives to infuse greater economic vitality, preserve historic architectural resources, and ultimately improve Michigan's neighborhoods.

The funding for this program became available through the state fiscal year 2015 budget process. The legislature included an appropriation of \$600,000 for a competitive grant program to fund restoration and preservation projects. The appropriation was included in the Michigan Economic Development Corporation (MEDC) budget. Because the legislation specifically references services relating to historic neighborhoods, the MEDC has partnered with the Michigan State Historic Preservation Office (SHPO) to develop this grant program. The SHPO is responsible for administering the program in cooperation with the MEDC and several divisions of the Michigan State Housing Development Authority (MSHDA).

Of the \$600,000 allocated to the Michigan SHPO for the MHRP, a maximum of \$250,000 may be granted to each individual project. Small projects seeking less than \$60,000 in grant awards will not be considered. Awards have a 60/40 match requirement allowing for the minimum project total to equal \$100,000: \$60,000 provided by the MHRP grant reimbursement and \$40,000 provided by the grant recipient. Applicants are encouraged to leverage financial resources and combine this program with other incentives.

To assist with Michigan's placemaking initiative, this grant can provide a significant source of funding for a signature project in a community that is working to revitalize and strengthen its neighborhoods. Helping to create a "sense of place" in a community is a goal that can be accomplished through broad community efforts, partnerships, and creative financing. Therefore, the SHPO is seeking grant applications for projects that demonstrate a strong connection to placemaking efforts, have broad community support, have developed partnerships with entities committed to the project's success, and illustrate good design in full compliance with historic preservation standards.

The SHPO is pleased to be able to offer this opportunity to the stewards of Michigan's historic resources. By preserving these resources communities can safeguard their heritage and culture through historic architecture.

Act No. 252
Public Acts of 2014
Approved by the Governor*
June 30, 2014

Sec. 1044. From the funds appropriated in part 1 for special grants, the fund shall establish a competitive grant program to fund restoration and preservation projects in historically designated neighborhoods throughout the state of Michigan. The program shall have the following characteristics:

- (a) The fund shall designate \$600,000.00 for neighborhood organizations registered as a 501(c)(3) organization that provide preservation or restoration services to projects within historically designated neighborhoods.
- (b) Grants shall not exceed \$250,000.00 for any project.
- (c) Grant funds shall be used solely for historic restoration and preservation purposes.
- (d) The fund shall develop detailed guidance for applicants to follow to qualify for a grant under the Michigan heritage restoration program. The detailed guidance shall be posted on the fund website by October 1.

DEFINITIONS

Historic Resource	Historic resources are districts, buildings, sites, structures or objects that exemplify a period of history. Their historical value may be achieved either through association with significant historical events; through association with the lives of persons significant in our past; by embodying a particular style, type or method of construction; by possessing high artistic values; or by yielding, or being likely to yield, information important to history or prehistory. Historic resources are typically fifty years of age or older, but resources of lesser age may qualify if they have extraordinary significance.
Historic Designation:	The historic resource must be listed in or be eligible for listing in the National Register of Historic Places, or must be designated as a contributing resource in a Local Historic District through PA169 of 1970 as amended.
→ National Register:	The National Register of Historic Places is the official list of the nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archaeological resources.
→ Local Historic District:	In 1970 the Michigan legislature enacted Public Act 169 (PA 169), Michigan's Local Historic Districts Act. PA 169 declares historic preservation to be a public purpose to safeguard a community's heritage, strengthen local economies, stabilize and improve property values, foster civic beauty and promote history. The law enables local governments to adopt a historic district ordinance and to appoint a historic district commission to implement the ordinance. It is the responsibility of each community to decide which resources are significant to its history. PA 169 provides the process for preserving and protecting those resources and ensures that the law is fairly and equitably applied to all residents in Michigan's local historic districts.
Historic District:	A historic district can be a single resource, a complex, or a group of buildings that have been designated as historically or architecturally significant. If the resource is designated as part of a group of buildings, the resource must be defined as contributing to the district. A contributing resource is one that was built during the same time period as the majority of other resources in the district, and must not have had numerous changes over time that negatively compromise its historic character.
Residential Neighborhood:	A contiguous group of 20 or more zoned-residential parcels of property with 75 percent or more of all parcels in the district having existing buildings with architectural or historical (more than 50 years old) significance.
Commercial Neighborhood:	A contiguous group of 20 or more zoned-commercial parcels of property with 75 percent or more of all parcels in the district having: existing buildings with architectural or historical (more than 50 years old) significance, zero lot-line (building directly adjacent to the sidewalk) development and pedestrian-friendly infrastructure.
Community Asset:	A historic resource that is not a typical commercial or residential property may also be an eligible resource for this program. For example, a historically significant building complex, an industrial complex, a park or open space, and some infrastructure features may be eligible if they are located in, or immediately adjacent to, a residential or commercial neighborhood as defined above.
Match Requirement:	There is a 60/40 matching share requirement for this grant. For example, in a \$100,000 project, a \$60,000 grant request must be matched by a \$40,000 available cash match from the applicant. The cash match may be in any form, including savings, loans or other private, state, or local grants.

Neighborhood Organization:	A group of citizens who meet regularly to accomplish specific goals in their neighborhood or business district. The organization may include homeowners, property owners, business owners, renters, school faculty or staff, and members of nonprofit organizations. A historic preservation-based neighborhood organization helps identify challenges and concerns, supports appropriate change and improvement efforts, helps resolve conflicts, provides volunteers for community initiatives, represents the neighborhood as a whole to elected officials and finds preservation resources that help to preserve and rehabilitate assets that make the neighborhood a better place to live and work. The majority of members in a neighborhood organization must live and/or work in the community in which they are involved.
The Secretary of the Interior's Standards:	<p>The <i>Secretary of the Interior's Standards for the Treatment of Historic Properties</i> are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources.</p> <p>The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The Guidelines offer general design and technical recommendations to assist in applying the Standards to a specific property. Together, they provide a framework and guidance for decision-making about work or changes to a historic property.</p>
Preservation & Restoration:	The Michigan SHPO relies on the <i>Secretary of the Interior's Standards for the Treatment of Historic Properties</i> to guide work on historic resources. The Standards address four treatments: Preservation, Rehabilitation, Restoration and Reconstruction. The definitions of each of the four treatments are included below. The Rehabilitation Standards are the most commonly used guidelines for project reviews at the federal, state and local levels. Therefore, for the purposes of this grant program, preservation and restoration will be interpreted to mean rehabilitation . All proposed grant projects will be reviewed to ensure compliance with the <i>Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings</i> .
→ Preservation:	The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.
→ Rehabilitation:	The act or process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.
→ Restoration:	The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.
→ Reconstruction:	The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Placemaking:	Placemaking is a multi-faceted approach to the planning, design and management of public spaces. Placemaking capitalizes on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being. Placemaking is based on a single principle – people choose to settle in places that offer the amenities, social and professional networks, resources and opportunities to support thriving lifestyles.
SHPO:	The State Historic Preservation Office (SHPO) encourages reinvestment in Michigan's historic buildings and districts to ensure that historic resources contribute to the economic and cultural vitality of Michigan. Established in federal and state law, the SHPO works with property owners, government agencies, and other stakeholders to identify, designate, and protect Michigan's historic built environment and archaeological sites.
MSHDA:	The SHPO is a part of the Michigan State Housing Development Authority (MSHDA). MSHDA's mission is to provide financial and technical assistance through public and private partnerships to create and preserve decent, affordable housing for low- and moderate-income residents and to engage in community economic development activities to revitalize urban and rural communities.
MEDC:	The Michigan Economic Development Corporation (MEDC) is the state's marketing arm and lead advocate for business development, talent and jobs, tourism, film, and digital media incentives, arts and cultural grants, and overall economic growth. The MEDC offers a number of business assistance services and capital programs for business attraction and acceleration, entrepreneurship, strategic partnerships, talent enhancement, and urban and community development.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties changes over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Illustrated Guidelines for Rehabilitating Historic Buildings

The guidelines assist in applying the Standards to rehabilitation projects in general; consequently, they are not meant to give case-specific advice or address exceptions or rare instances. For example, they cannot tell a building owner which features of a historic building are important in defining the historic character and must be preserved or which features could be altered, if necessary, for the new use. Careful case-by-case decision-making is best accomplished by seeking assistance from qualified historic preservation professionals in the planning stage of the project. Such professionals include architects, architectural historians, historians, archeologists, and others who are skilled in the preservation, rehabilitation, and restoration of historic properties. These guidelines may be accessed through the links below.

www.nps.gov/tps/standards/rehabilitation/rehab/index.htm

-OR-

www.nps.gov/tps/standards/rehabilitation/rehabilitation-guidelines.pdf

PROJECT APPLICATION

MHRP 2014

CHAPTER 1

APPLICATION PROCESS

Who can apply?	This application is designated for nonprofit, neighborhood organizations with an official 501(c)(3) registration. For-profit organizations and private individuals are not directly eligible for these grants, although, they are encouraged to create partnerships with their corresponding nonprofit, neighborhood organization.
What qualifies?	These grant dollars are exclusive to rehabilitation projects for historically designated properties or properties eligible for historic designation. These properties may be individually listed or contribute to a historic district which may be listed (or be eligible for listing) in the National Register of Historic Places or be contributing to a Local Historic District (PA169 of 1970 as amended). Organizations that propose the reconstruction of a non-extant historic resource will not be considered for funding.
How much?	Grant amounts are awarded between \$60,000 and \$250,000. There is \$600,000 allocated for the Michigan Heritage Restoration Program (MHRP) in total. See section regarding payment match.
Where are the Instructions?	The grant manuals are available on the SHPO website at www.michigan.gov/shpo . Applications must be prepared according to the instructions provided.
When is it due?	Completed applications must be postmarked or received and date stamped by the SHPO no later than 5:00 p.m. on December 05, 2014 .
How to apply:	The preferred method of receipt in the SHPO office is by overnight mail or in person. Send one original and two copies of the application to:

For UPS, Federal Express, or DHL deliveries:

**MHRP Grant Administrator
Michigan State Housing Development Authority
State Historic Preservation Office
702 West Kalamazoo Street
Lansing, Michigan 48915**

For US Postal Service Deliveries

**MHRP Grant Administrator
Michigan State Housing Development Authority
State Historic Preservation Office
PO Box 30740
702 West Kalamazoo Street
Lansing, Michigan 48909-8240**

Application scores:	SHPO staff will review and competitively score all applications. Greater scores will be given to projects that fulfill the program requirements and are leveraging their financial capabilities with other incentive programs. Final selections will be based on the highest scores as adjusted by administrative capability. (See Chapter 4: Scoring Criteria)
Grant timeline:	If an application is selected for funding, the Michigan State Housing Development Authority (MSHDA), through the SHPO, prepares a grant agreement officially awarding the funds. Project costs must be incurred between the date the grant agreement is executed (signed and dated by the Michigan State Housing Development Authority) and the end date specified in the agreement. Costs incurred prior to the execution of the grant agreement or after the end date of the grant agreement are not eligible project costs and will not be considered part of the grant or the matching share. Awarded grants will have until June 30, 2016 , to complete the project work.
Grant modifications:	Prior to implementing any changes to the grant agreement, i.e. scope of work or project budget, the grant recipient must notify the SHPO in writing. It will be at the discretion of the SHPO to approve or deny any proposed amendments.

Payment Match:	There is a 60/40 matching share requirement for this grant. For example, a \$60,000 grant request must be matched by a \$40,000 available cash match. (The cash match may be in any form, including loans; other private, state, or local grants, bank account or deposit, etc.) Of a \$100,000 project total, MHRP will reimburse 60 percent and 40 percent of the incurred project cost will remain with the grant recipient.
Payments:	All grant funds are paid on an expense reimbursement basis only. The grantee must have funds available for expenditure amounting to 100 percent of the entire project cost at the time of a grant application submittal. The grantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the grant process. All project work must be complete, all invoices must be paid, all financial documentation must be audited and all must be approved by the SHPO before the grantee receives any reimbursement. This includes the execution, recording and submittal of a historic preservation easement. (See Chapter 6: Availability of Funds and Matching Share Requirement)
Memorandum of Understanding:	For private property owners who are partnering with a neighborhood nonprofit for work on the privately owned building, a Memorandum of Understanding or other formal agreement must be executed and submitted with the grant application. The Memorandum of Understanding must spell out the grant related roles and responsibilities of each party. The document must list all grant related responsibilities and the responsible party.
Easement:	When rehabilitation or stabilization work is performed, a 20-year historic preservation easement (easement of maintenance and public accessibility) must be executed to protect the historic resource. The historic preservation easement will be prepared by the Michigan State Housing Development Authority. Before grant funds will be released, the grant recipient must record the easement with the corresponding Register of Deeds and the original documentation must be submitted to the Michigan SHPO. An individual easement will be created specifically for each resource. (See Chapter 10: Historic Preservation Easement)
Completion:	The completion materials or report will be specified in the grant agreement. Review this section of the agreement carefully. Completion materials will include items such as photographs of the project sign, work in progress, completed work, and a written description of the project's accomplishments.
Acknowledgments:	In all publications, reports, and newsletters, the grantee shall acknowledge financial support by the Michigan Heritage Restoration Program. They should also acknowledge administration by the State Historic Preservation Office, Michigan State Housing Development Authority in partnership with the Michigan Economic Development Corporation. The acknowledgment should be used through one year after the date of final reimbursement. Language to be used will be included in the grant agreement.
Safety:	The State of Michigan assumes no responsibility with respect to accidents, illnesses, or claims arising out of any work performed under a grant-supported project. The grantee is expected to take necessary steps to insure itself and its personnel and to comply with the applicable local, state, or federal safety standards, including standards established pursuant to the National Occupational Safety and Health Act of 1970 (see CFR 1910).
Questions:	Questions regarding the application process should be addressed to: Bryan Lijewski AIA Architect Michigan State Historic Preservation Office phone: 517.373.1631 email: LijewskiB@Michigan.gov

You are encouraged to discuss your proposed project with SHPO staff! SHPO staff will be able to provide guidance and recommendations according to your project needs.

DO I QUALIFY?

- ☐ Grant recipients must be a registered 501(c)(3) nonprofit neighborhood organization
- ☐ Projects must have a minimum of \$100,000 in total qualified costs
- ☐ Projects must be physical rehabilitation projects. Funding will not be provided for the planning of work.
- ☐ Buildings must be historically designated or eligible for a historic designation.
- ☐ Funding must be in place and capable of covering the entire cost of the rehab process. (The grant reimbursement will then cover 60 percent of qualifying expenses)

AM I ABLE TO PERFORM / WILLING TO PROVIDE THE FOLLOWING?

- ☐ If the project is located within a local historic district, a Local Historic District Designation Verification Form must be provided by the associated Historic District Commission along with a copy of the study committee report that includes the subject property.
- ☐ If the project is eligible, but not yet listed in the National Register of Historic Places, a preliminary questionnaire must be signed and approved by a SHPO staff member. (A link to the form is located within this manual)
- ☐ Rehabilitation plans and specifications must meet the *Secretary of the Interior's Standards*, and must be submitted with the application.
- ☐ A 20-year, historic preservation easement of maintenance and public accessibility must be executed to protect structures receiving grant assistance.
- ☐ A sign acknowledging grant assistance must be put up at the project site when work begins and be maintained until work is complete.
- ☐ Contractors must be competitively selected. The Michigan State Housing Development Authority must approve subcontracting at each step as it occurs.
- ☐ Quarterly Progress Reports

CHAPTER 2

GRANT APPLICATION INSTRUCTIONS

The applicant should consult the chapters on Matching Share and Project Completion before compiling the following information.

The application should be submitted on 8 ½ x 11 plain white paper. The application must follow the itemized format shown below. Submit three (3) copies of the application to the SHPO. Applications must be received and date stamped by the SHPO no later than 5:00 p.m. on **Friday, December 5, 2014**.

1. PROJECT NAME AND ADDRESS

2. PROJECT COORDINATOR CONTACT INFORMATION

The Project Coordinator must be an individual directly associated with the project and must have complete knowledge of the day-to-day activities associated with the proposed grant-funded work.

- Name and title
- Address
- Telephone number
- Fax number
- Email address

3. GRANT RECIPIENT CONTACT INFORMATION

The grant recipient must be a registered 501(c)(3) organization.

- Name
- Address
- Telephone number
- Fax number
- Email address
- Tax ID number

4. PROPERTY OWNER CONTACT INFORMATION

- Name
- Address
- Telephone number
- Email address

5. LEGISLATOR INFORMATION

- State Senate District Number
- Name of State Senator
- State House of Representative District Number
- Name of State Representative

6. NEIGHBORHOOD ORGANIZATION

Describe how your registered 501(c)(3) organization qualifies as a neighborhood organization. Please reference the definition found at the top of page 5.

7. RESIDENTIAL OR COMMERCIAL NEIGHBORHOOD

Describe how your project is a contributing resource within a historic residential or historic commercial neighborhood. If your application is for a project related to a significant community asset (as defined) please provide a compelling argument as to how your project meets that definition. Definitions for "residential neighborhood", "commercial neighborhood" and "community asset" may be found on page 4.

8. PROJECT NARRATIVE & SCOPE OF WORK

Describe in detail the work that will be completed as a part of the proposed grant project. The description must provide a complete explanation of the existing conditions and the work to be performed. The description should clearly illustrate all materials, methods and techniques within the provided budget to be used for the rehabilitation project. If possible, include a vendor quotation for the work/services to be completed. Any historic materials to be removed and disposed of should be clearly identified. This work description will complement the required photographs to give a complete accounting of the proposed rehabilitation work. Provide a copy of plans and specifications conforming to the *Secretary of the Interior's Standards for Rehabilitation*. If approved by the SHPO, the plans and specifications become part of the grant agreement.

9. COMMUNITY IMPACT

Explain the need for this project and how it will benefit the resource and the community. Also explain how the project relates to other community revitalization or economic development initiatives, planning efforts, etc. Some items to address include, but are not limited to:

- Is the resource threatened by damage or destruction? If yes, please describe. Is this threat imminent?
- How will the project stabilize and/or enable continued use of the resource?
- Is the project located in a federal or state-declared disaster area? How will this project save or protect the resource?
- How will this project contribute to a community's placemaking initiatives by helping to create a "sense of place?"
- What are the present and planned uses for the resource? Are these uses compatible with the resource?
- Document how the project is being undertaken with State of Michigan priority programs including programs that focus on traditional downtown and neighborhood revitalization such as the Certified Local Government program, Michigan Main Street, etc.
- Explain how this project addresses an important community need.
- Explain the working relationships within this project, including financial partnerships.

10. BUDGET

The budget should be detailed and describe the work to be done and include all estimated costs. The following list of commonly used categories or major work elements are derived from the uniform construction index and must be used when preparing the budget:

- General: start-up costs, scaffolding, and project sign
- Site work: subsurface investigation, demolition, drainage, and underpinning
- Concrete: poured-in-place concrete, pre-cast concrete, concrete restoration, and cleaning
- Masonry: mortar, unit masonry, stone, masonry restoration and cleaning
- Metals: structural metal framing, metal finishes, and restoration
- Wood & Plastics: rough carpentry, finish carpentry, architectural woodwork, millwork
- Thermal & Moisture: waterproofing, dampproofing, insulation, roofing, flashings
- Doors and Windows: doors and frames, entrances and storefronts, hardware, etc.
- Special Construction: solar and wind energy systems
- Conveying Systems: elevators
- Mechanical: plumbing, fire protection, heating, cooling, air distribution
- Electrical: service and distribution, lighting
- Finishes: lath and plaster, gypsum wallboard, paint, tile, wood, brick, and stone

E		Grant	Match	Total
X	Brick masonry cleaning and repointing	\$18,000	\$12,000	\$30,000
A	Replace existing storefront with a historically accurate design	\$24,000	\$16,000	\$40,000
M	Window rehabilitation	\$6,000	\$4,000	\$10,000
P	Rehabilitate interior first floor commercial space	\$12,000	\$8,000	\$20,000
L				
E	Total Costs	\$60,000	\$40,000	\$100,000

The following work is ineligible:

- Acquisition
- Non-historic site features such as parking lots

- Certain environmental cleanup activities required under federal law.
- Reconstruction of demolished buildings (reconstruction of certain missing elements may be allowable if based upon historical documentation, such as photographs).
- Fundraising
- Fines, penalties, debts or interest.
- Operational expenses

The MHRP grant program is an **expense reimbursement** program. The grantee must have funds available for expenditure to cover 100% of the project costs at the time the grant application is submitted. The grantee is then reimbursed for eligible expenses incurred up to the grant amount at the end of the SHPO approved, grant project. See Chapter 6: Availability of Funds and Matching Share Requirement, for more information.

11. GRANT REQUEST

List the grant amount being requested and include the amount of matching share.

Reminder: The grant request must be between \$60,000 and \$250,000. At minimum, if you request a \$60,000 grant reimbursement, the total project cost will equal \$100,000. The recipient must be able to absorb \$40,000 of this project cost without reimbursement.

Indicate the source of the matching share in the following format

- Donor organization (city, nonprofit, etc.)
- Source (private, city general fund, etc.)
- Amount

12. FINANCIAL CERTIFICATION

Certification must demonstrate that 100 percent of the project cost is available at the time of the application. Using the example of a \$60,000 grant with a \$40,000 match, you must demonstrate in your grant application that you have \$100,000 available to pay the entire cost of the grant project.

Certification may be a statement included in a resolution from city council, a bank statement signed by an appropriate official, or a letter from a financial institution indicating that the appropriate amount of funds are available. Any changes in the availability of project funds and/or matching share must be approved by the SHPO. (See Chapter 6: Availability of Funds and Matching Share Requirements.)

13. GRANT FUND ADMINISTRATION

Provide a brief description of the experience your organization has in administering grant funds. Experience must be related to grants administered within the last five years. Please also provide a list of those grants.

14. WORK SCHEDULE

Provide dates in the work schedule for the items listed below. Please consider that work cannot begin until the grant agreement is executed.

- Execute grant agreement
- Date the SHPO is to conduct pre-work site inspection
- Individually list due dates of the Quarterly Progress Reports
- Submit draft Request for Proposal (RFP) for construction to the SHPO for approval
- Submit draft solicitation letter to the SHPO for approval
- Date the SHPO is to approve RFP and solicitation letter (allow 30 days)
- Post RFP for bidding
- Submit bids to the SHPO with rationale for bidder selection
- Date the SHPO is to approve bidder selection (allow 30 days)
- Submit construction subcontract to the SHPO for approval
- Date the SHPO is to approve construction subcontract (allow 30 days)
- Execute construction subcontract
- Submit copy of executed subcontract to the SHPO
- Install project sign

- Submit photographic documentation of the project sign to the SHPO
- Deadline for the SHPO to prepare historic preservation easement (allow 90 days)
- Begin construction
- Finish construction
- Project close-out
- Sign easement and record at Register of Deeds
- Submit recorded easement to the SHPO
- Date the SHPO staff is to conduct final on-site inspection
- Submit final completion report
- Submit final reimbursement requests with financial documentation to the SHPO

Quarterly Progress Reports must be submitted to the SHPO every January 15, April 15, July 15 and September 15 during the grant period.

15. W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Complete the W-9 Request for Taxpayer Identification Number and Certification form. List the name and federal identification number of the 501(c)(3) which will receive the grant funds.

➡ Complete the W-9 form by [clicking here](#)

16. 501(c)(3) VERIFICATION AND BYLAWS

Provide the applicant's articles of incorporation, bylaws, and IRS letter verifying approval as a tax-exempt entity under code section 501(c)(3).

17. DEED AND OWNERSHIP INFORMATION

Submit a copy of the deed and

- For nonprofit owned structures, a title commitment
- For publicly owned structures, a legal opinion
- For structures owned by other entities:
 - Proof of ownership of the historic resource (this could include, but is not limited to, a copy of most recent Title Policy or Title Search and update, legal opinion, etc.)
 - Tax certification, verification of payment of property taxes
 - Copy of insurance policy on building
 - Copy of agreement with 501(c)(3) neighborhood organization
- ➡ See an example of a Memorandum of Understanding by [clicking here](#)
- If a previous historic preservation easement exists on the property, submit a copy

At the end of the rehabilitation project, a historic preservation easement must be recorded with the deed at the county Register of Deeds prior to the disbursement of any federal funds. The deed and ownership information is needed so that SHPO can prepare the required historic preservation easement.

See Chapter 10: Historic Preservation Easement

18. HISTORIC DESIGNATION OR ELIGIBILITY

Provide proof that the resource has or is eligible for a historic designation. (Please reference the definitions for designation information.) Necessary documentation is specified below depending on the specific property scenario:

- If the resource is individually listed or is part of a district listed in the National Register of Historic Places, simply list the name of the resource and/or the district.
- If the project is eligible for listing in the National Register of Historic Places, provide correspondence from the SHPO confirming eligibility. If a determination is needed, complete the National Register of Historic Places Preliminary Questionnaire.
- ➡ Complete the National Register of Historic Places Preliminary Questionnaire form by [clicking here](#)
- If the resource is individually designated or listed within a Local Historic District:
 - Provide a copy of the study committee report that includes the resource
 - Complete the Local Historic District Designation Verification Form.
 - ➡ Complete the form by [clicking here](#)

19. PHOTOGRAPHS

There are two (2) distinct photographic requirements for any grant for the Michigan Heritage Restoration Program; one for the **application** phase and one for the **completion** phase of the project.

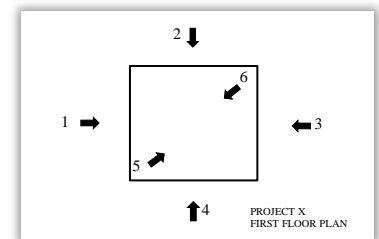
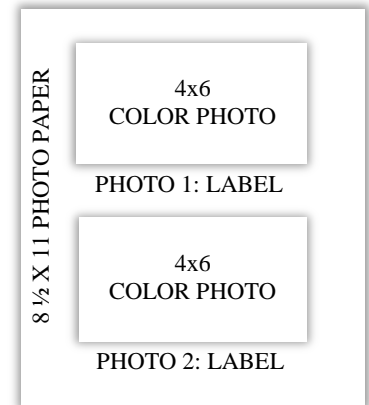
Digital Photographs:

- One (1) CD is required with the application and the completion report.
- Images must be digital versions (**jpg or tif files**) of the printed photos
- Minimum of 1500 x 2100 pixels (this is equal to 5" x 7" at 300 dpi.)

Printed Photographs:

The digital photographs submitted on the CD must be reduced in size and printed to conform to the following requirements:

- Three (3) sets required (one for each copy of the application)
- 4" x 6" in size
- Must be printed on photo quality paper
- Must clearly and sufficiently illustrate the context or setting for the building, structure, site or district
- Must clearly and sufficiently illustrate the condition and details of the building, structure, site, or district that will be the focus of the work undertaken utilizing grant funds
- All photographs submitted must be clearly and sufficiently labeled (The preferred method is graphically demonstrated to the right)
- Labels must include the following information
 - Name of property / grant application
 - Photograph number
 - Photograph date
 - Brief description
- A key plan may be necessary for buildings or large scale projects. A key plan is most commonly a floor plan with arrows indicating where each photograph was taken and the direction in which the camera was facing



Photographs may take the place of a reviewer site visit. All photographs must clearly explain and demonstrate the project in its entirety.

20. RESOLUTION

Include a resolution authorizing acceptance of the grant under the conditions attached thereto, and designating all authorized contract signatories. The resolution must include the names of the individuals authorized to sign the grant agreement, any grant agreement amendments and the historic preservation easement.

Non-governmental agencies must submit copies of bylaws and articles of incorporation. If the bylaws and articles of incorporation clearly indicate and designate that certain individuals have the power to execute contracts, contract amendments and historic preservation easements on behalf of the organization, then a resolution is not required. If approval authority is lacking in the bylaws or articles of incorporation, a resolution must be submitted along with the bylaws and articles of incorporation.

The property owner also must provide authorization for execution of the historic preservation easement. If the applicant is not the property owner, submit two resolutions—one from the owner and one from the applicant. Both resolutions must describe the following:

- The owner's project contact name, title and contact information
- The applicant's project contact name, title and contact information
- The fiscal and administrative relationship between the applicant and the owner
- The roles of each organization relative to the grant project
- The organization that will provide the match funds
- The organization that will administer the grant project
- The organization that will pay vendors
- The name of the person and the name of the organization that will sign the required historic preservation easement and provide authorization

IF APPLICANT IS ALSO THE OWNER

I, (name), the duly qualified and acting (title) of (name of organization), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

That the (title) is authorized and directed to file an application for (grant amount) for (name or address of project) and that upon approval of the Application by the Michigan State Housing Development Authority the (title) shall be authorized to sign the grant agreement, any necessary grant agreement amendments, other agreement-related documents and the required historic preservation easement. The (name of organization) acknowledges that the Michigan Heritage Restoration Program (MHRP) is an **expense reimbursement** program. The (name of organization) authorizes expenditures in the amount of (full project amount) for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

The (name of organization) shall provide the matching funds in the amount of (amount), for a total project cost of (full project amount). The source of the matching funds shall be (source).

SEAL

Signature of (title)

IF APPLICANT IS NOT THE OWNER

I, (name), the duly qualified and acting (title) of (name of organization), do hereby certify that the following resolution was adopted at a meeting of the (name of organization) held on (date); is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

Whereas (name of applicant) has entered into an agreement with (name of owner) to redevelop the resource located at (address of resource) and;

Whereas, the (name of applicant) will file an application to the Michigan State Housing Development Authority, State Historic Preservation Office (SHPO) for the Michigan Heritage Restoration Program (MHRP) in the amount of (amount of grant request) for the (name of project) for the resource located at (address of resource) and;

Whereas, the (name of organization) shall provide the matching funds in the amount of (amount), for a total project cost of (full project amount). The source of the matching funds shall be (source) and;

Whereas, (name of person) from (name of organization) is appointed as the Grant Project Manager who will oversee the MHRP grant management and grant administration duties and;

Whereas, (name of organization) will receive and pay vendor invoices related to the grant project and;

Whereas, (name of person) from (name of organization) is authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO and;

Whereas, the (name of organization) acknowledges that the Michigan Heritage Restoration Program (MHRP) is an **expense reimbursement** program. The (name of organization) authorizes expenditures in the amount of (full project amount) for the project work with the knowledge that eligible expenditures up to the approved grant amount will be reimbursed to (name of organization) upon SHPO acceptance of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds.

SEAL

Signature of (title)

21. CIVIL RIGHTS COMPLIANCE

Complete the appropriate Civil Rights Compliance forms included as an appendix to this manual. If it is determined that the applicant is not in compliance with equal opportunity standards as established by the Michigan Department of Civil Rights, the application will be rejected. All applicants must submit the following four (4) documents:

- Work Force Status Report
- Affirmation of Equal Opportunity
- Work Force Analysis
- An Equal Opportunity Plan

➡ Complete the Civil Rights Compliance forms by [clicking here](#)

22. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion must be signed and dated by the authorized contract signatory or another appropriate individual and returned with the application.

➡ Complete the form by [clicking here](#)

23. CERTIFICATE VERIFYING KEY PERSONS OF THE CONTRACTOR/SUBGRANTEE

The Certificate Verifying Key Persons of the Contractor/Subgrantee must be completed, signed and dated by the authorized grant agreement signatory or another appropriate individual and returned with the application.

➡ Complete the certificate form by [clicking here](#)

24. SIGNATURES

Have all authorized signatories sign the application. They must also type their names, titles, addresses (including city or town, state, and zip code), and telephone numbers.

Failure to submit a timely application or failure to provide all information requested above may result in your application not being scored.

CHAPTER 3

APPLICATION CHECKLIST

1. ☐ Project Name and Address
2. ☐ Project Coordinator
3. ☐ Grant Recipient
4. ☐ Property Owner
5. ☐ Legislator Information
6. ☐ Neighborhood Organization
7. ☐ Residential or Commercial Neighborhood
8. ☐ Project Narrative & Scope of Work
9. ☐ Community Impact
10. ☐ Budget
11. ☐ Grant Request
12. ☐ Financial Certification
13. ☐ Grant Fund Administration
14. ☐ Work Schedule
15. ☐ W-9 Request for Taxpayer Identification
☐ [click for W-9 Form](#) or visit www.michigan.gov/shpo
16. ☐ 501(c)(3) Verification & Bylaws
17. ☐ Deed and Ownership Information, including copy of recorded deed or lease; Use Agreement
 - ☐ • For nonprofit-owned structures, submit title commitment or abstract of title
 - ☐ • For public-owned structures, submit legal opinion
 - ☐ • If owned by other entities, provide proof of ownership
 - ☐ • If owned by other entities, provide tax certification, verification of payment of property taxes
 - ☐ • If owned by other entities, provide a copy of the insurance policy on the historic resource
 - ☐ • If owned by other entities, provide a copy of agreement with 501(c)(3) neighborhood org
☐ [click for MOU Example](#) or visit www.michigan.gov/shpo
 - ☐ • If previous historic preservation easement exists on property, submit a copy
18. ☐ Historic Designation or Eligibility
 - ☐ • If listed in the National Register, provide the name of the resource or historic district
 - ☐ • If eligible for the National Register, provide SHPO response to Preliminary Questionnaire
☐ [click for Questionnaire](#) or visit www.michigan.gov/shpo
 - ☐ • If listed in a Local Historic District, complete the Designation Verification Form
☐ [click for Verification Form](#) or visit www.michigan.gov/shpo
19. ☐ Photographs
20. ☐ Resolution
21. ☐ Civil Rights Compliance
☐ [click for Compliance Forms](#) or visit www.michigan.gov/shpo
22. ☐ Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion
☐ [click for Certification Form](#) or visit www.michigan.gov/shpo
23. ☐ Certification Verifying Key Persons of the Contractor/Subgrantee
☐ [click for Key Persons Form](#) or visit www.michigan.gov/shpo
24. ☐ Signatures

CHAPTER 4

SCORING CRITERIA

Criteria	Available Points
Project redevelopment efforts involve multiple community and financial partnerships, and will assist in furthering the community's placemaking efforts.	0-15
Scope of work is clearly defined and eligible; project is ready to proceed at time of application and not dependent on future actions, approval or cooperation from other organizations before the project can begin.	0-20
Proposed work will have a (high/medium/low) impact on the resource. <ul style="list-style-type: none"> • High – structural stabilization or correct deficiencies to prevent further damage, deterioration, or demolition; or project is in a federal or state declared disaster area • Medium – exterior and interior work to improve the visual appearance of the building and allow for a contemporary use • Low – interior cosmetics 	0-10
Project budget is clearly defined and costs are eligible; project exceeds \$60,000 in grant costs; costs are reasonable for the proposed work.	0-10
Match is cash; application demonstrates availability of 100% of the entire project expense up front.	0-5
Applicant has experience in managing grants.	0-5
Resource is listed in or eligible for listing in the NRHP, or contributes to a locally designated historic district, and project work will meet the Secretary of the Interior Standards	0-20
Project is in a community with a focused revitalization effort aided by formal programs such as Michigan Main Street, the Certified Local Government Program, etc.	0-10
Application materials are complete and include all required documents	0-5
Total	100

Note: An incomplete application may be returned to the applicant. If the grant project is not ready to proceed at the time of application, the application may be returned to the applicant. The applicant may resubmit the application for funding in a future application round.

PROJECT IMPLEMENTATION

MHRP 2014

CHAPTER 5

GRANT AGREEMENT

Any work done prior to the execution of the grant agreement with the Michigan State Housing Development Authority is not eligible as a part of the grant or matching share expenditures.

The grant is formally awarded at the time the agreement is signed and dated by the Michigan State Housing Development Authority, after it has been signed by an authorized representative of the grant recipient.

The agreement will specify:

- Exact work to be accomplished with the grant award
- Method of and requirements for the disbursement of funds
- Period for completion of the project
- State and Federal statutes, regulations, and requirements which must be followed
- The content required for the completion report

Attachments to the agreement include:

- Work schedule detailing when various tasks will be completed
- The approved budget
- Plans and specifications for rehabilitation projects

Make copies of the grant agreement available to project staff and to consultants to ensure that work meets the contractual requirement.

CHAPTER 6

AVAILABILITY OF FUNDS AND MATCHING SHARE REQUIREMENT

Under this program, there is a 60/40 match requirement. A grant can be requested for 60 percent of the project cost, and must be matched by 40 percent of the project cost. For example, if you are applying for a \$60,000 grant, the required match is \$40,000 for a total project cost of \$100,000. If you are applying for a \$120,000 grant, the required match is \$80,000 for a total project cost of \$200,000.

The MHRP grant program is an **expense reimbursement** program. The grantee must have funds available for expenditure to cover 100 percent of the project costs at the time the grant application is submitted. The grantee is then reimbursed for eligible expenses incurred up to the grant amount at the end of the SHPO approved, grant project. All project work must be complete and all invoices paid. All financial documentation is audited and approved by the SHPO before the grantee receives any reimbursement. Reimbursement will only occur after the historic preservation easement is executed. Easement execution includes recording at the Register of Deeds with an original record submitted to the SHPO.

Certification of the availability of funds to pay for 100 percent of the total project cost must be provided with the application. Using the example of a \$60,000 grant with a \$40,000 match, you must demonstrate in your grant application that you have \$100,000 available at the time of application to pay the entire cost of the grant project. Funds to pay for 100 percent of the entire project cost must be documented and verifiable at the time of application. Any changes in the availability of project funds and/or matching share must be approved by the SHPO.

Certification may be a statement from a banker that funds are available, a resolution from the governing body setting aside specific funds, or similar verification. Please refer to the sample resolution language found in Chapter 2 for rehabilitation projects. The certification and resolution should specify the amount and source of the funding, and that the funds are earmarked for the project.

Matching funds for rehabilitation projects may include the following:

- Private Funds
- Local Government Funds
- State Funds
- Grant awards

Federal funds are not allowable as a matching share. The SHPO uses the MHRP grant and matching funds as match to the SHPO's annual federal Historic Preservation Fund grant. Therefore the grant recipient cannot use the MHRP grant and matching funds as match for any other federal grant received by the grant recipient.

CHAPTER 7

GUIDELINES FOR BIDDING AND PROCUREMENT

➡ An Example of a bid tabulation sheet may be found by [clicking here](#)

- Sufficient time should be given for contractors to prepare and submit bids, preferably thirty days.
- A bid guarantee (bid bond) is required from each bidder equal to five-percent of the bid price.
- Formally advertised procurements should use sealed bids, public opening of bids, and fixed-price type subcontracts. A declaration of the date, location, and time of the public opening of the bids must be included. (Example statement: "Fixed-price, sealed bids are due on [date], and will be publicly opened on [date] at [time] at [location].") The subcontract must be awarded to the lowest bidder whose bid is responsive to the project specifications.
- The construction Request for Proposal (RFP) must be posted at one or more of the online posting services such as Builders Exchange or Dodge Reports. The web addresses for these services are:
 - <http://support.fwdodge.construction.com/support/GetYourProject.asp>
 - <http://www.grbx.com>
 - <http://www.bxlansing.com>
 - <http://www.bxtvc.com>
 - <http://www.cam-online.com>
 - <http://dickinsonchamber.com/pages/Economic%20Development/Builders%20Exchange.htm>
 - <http://www.buildersexchange.com>
 - <http://www.tricitybx.com>
- Include the following sentence: "Compliance with all applicable federal, state, and local laws, rules, and regulations is required."
- Acknowledge the funding sources for this project: "This project is partially funded by a Michigan Heritage Restoration Program grant through the Michigan State Housing Development Authority, State Historic Preservation Office."
- The SHPO must receive documentation of and approve the procurement at each stage.
- Documentation of the bidding process shall be submitted to the SHPO at each stage of the bidding process. That documentation shall include:
 1. A description of the time and location for posting of the RFP.
 2. Copies of responses received.
 3. Method and justification for contractor selection.
 4. A signed copy of the bid tabulation sheet.
 5. A copy of a draft subcontract.
 6. A copy of the signed and dated subcontract.

CHAPTER 8

PROJECT SIGN

When rehabilitation or stabilization work is performed, a sign at the project site acknowledging support from the Michigan Heritage Restoration Program shall be placed before work begins and be maintained until work is complete. Whenever possible, it should be displayed so it is clearly readable from the public right-of-way.

The sign shall be obtained and installed by the grant recipient. **The cost of the sign is an allowable project expense.** The sign should be at least 4' x 6' and be located in a publicly accessible location.

It should read:

This rehabilitation of the (name and address of property), which is a designated historic resource, or is eligible for designation, has been funded with the assistance of a matching grant from the Michigan Heritage Restoration Program. This grant has been awarded by and is administered through the State Historic Preservation Office, Michigan State Housing Development Authority, in partnership with the Michigan Economic Development Corporation



One photograph of the sign in its location on site must be submitted to the SHPO prior to project completion.

PROJECT COMPLETION

MHRP 2014

CHAPTER 9

COMPLETION REPORT

The grant recipient should consult the grant agreement for the specifics of what is needed for the completion report. Below are some examples of items usually included:

- Name and address of the grant-assisted property
- Project number
- Name and address of grant recipient
- Names and titles of project supervisors and consultants
- Total project cost
- Grant share
- Donor, source, kind and amount of matching funds
- Final work cost breakdown by major work categories
- Any reports from consultants and any test results
- An evaluation of the project work
- Color photographs documenting the site, the environment, and the exterior and interior conditions of the prospective project areas prior to the start of work.
- Good, clear photographs of completed work must be submitted with the Completion Report. The photographs must document the site and the environment and the exterior and interior conditions of the areas of completed rehabilitation. These photographs should be taken from the same vantage points as the photographs taken prior to rehabilitation work.
- Color photographs of the project work in progress
(See Chapter 2, Item 19 for photograph requirements)
- A color photograph of the project sign

CHAPTER 10

HISTORIC PRESERVATION EASEMENT

➡ A Historic Preservation Easement example may be found by [clicking here](#)

When rehabilitation or stabilization work is performed, a 20-year historic preservation easement (easement of maintenance and public accessibility) must be executed to protect structures. The historic preservation easement will be prepared by the Michigan State Housing Development Authority and recorded with the Register of Deeds by the grant recipient before grant funds can be released. An individual easement will be created specifically for each resource.

- With the grant application, local units of government must submit a legal opinion from the local unit's attorney.
- Nonprofit groups must submit a title commitment or an abstract of title. A copy of the deed must also be attached to the application.
- It is the obligation of the property owner to advise the SHPO about any entity which may have an interest in the property and all must consent to the historic preservation easement.
- Present owner(s) and successor(s) must be bound by the historic preservation easement.

The historic preservation easement will include the following provisions:

- The property must be maintained in such a way as to ensure its historical and architectural integrity;
- No major visual or structural changes may be made without prior written approval of the SHPO;
- The grounds (significant landscape features and/or archeological resources) must be maintained in keeping with the historical integrity of the property;
- Equal opportunity standards regarding race, color, religion, national origin, age or sex in relation to any program or activity directly or indirectly related to the structure must be adhered to;
- *Public access to the exterior for twelve days a year is required where funds are used for exterior work, and to the interior where funds are used for interior work.*
- *The historic preservation easement will be for a time period of 20 years.*

The procedures for executing the historic preservation easement are as follows:

- A resolution authorizing that the signatory has the authority to execute the historic preservation easement must be provided in the grant application.
- The historic preservation easement is prepared by the Michigan State Housing Development Authority; final drafting and approval is provided by the Office of the Attorney General.
- The historic preservation easement must be signed by the authorized individuals in the presence of two witnesses. The name of each witness must appear below his/her signature. The full address of each witness must appear below the printed name.
- The authorized individuals who have signed must appear before a Notary Public for the purpose of acknowledging the signing. The witnesses need not appear before the Notary.
- The Notary Public before whom the authorized individuals appear must execute a Certificate of Acknowledgment.
- The historic preservation easement must be recorded at the Register of Deeds for the county in which the property is located. There will be a fee for recording at the Register's Office. The original historic preservation easement will be numbered and stamped by the Register of Deeds. The stamp reflects the date and time of recording. The historic preservation easement will be copied and placed with the deed and other documents of record concerning the property.
- The original historic preservation easement, after recording, must be returned to the Michigan State Housing Development Authority for filing with the Department of State, Office of the Great Seal. Copies for your use should be made prior to returning the original.

CHAPTER 11

REIMBURSEMENT

➡ The Reimbursement Request Form may be found by [clicking here](#)

Expenditure Documentation

- Funds will be disbursed to the grant recipient only on a reimbursement basis.
- No advances will be made under any circumstances.

All documents and supporting entries on the accounting records must be available for inspection by authorized representatives of the SHPO.

Final Payment

Prior to the final payment being made, the following must be submitted:

- Copies of the completion report
- Request for Reimbursement form
- Copies of all invoices, time sheets and canceled checks

All requests for reimbursement must include the following:

- The name of the grant project
 - The name of the grant recipient
 - The address where the check should be mailed
 - The amount of the grant award
 - The amount of the reimbursement request
 - The amount of the grant award less the amount of the reimbursement request
 - The total matching share for this reimbursement request
-
- Any request for reimbursement must be accompanied by documentation of both the grant award and matching shares.
 - Documentation should include an itemization of expenditures, copies of canceled checks or other proof of payment, timesheets and invoices.
 - The request for final payment must be accompanied by the final completion report.
 - The person who signed the grant agreement or the chief financial officer *must* also sign the request for reimbursement.
 - The federal employer identification number must be included in all requests for reimbursements. The request for reimbursement cannot be processed without it.

Return the Reimbursement Request Form to:

**MHRP Grant Administrator
State Historic Preservation Office
Michigan State Housing Development Authority
PO Box 30740
702 West Kalamazoo Street
Lansing, Michigan 48909-8240**



www.michigan.gov/shpo